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ABSTRACT

A guide for academic advisers is presented that includes anticipated student questions and important concerns to consider at each stage of student's progression through college. Resource materials that will help the adviser are listed for each topic. Publications and materials that the student should have are also indicated. Topics include the following: general education and basic skills requirements, transfer credits, midterm examinations, early registration, summer school courses taken at other colleges, courses to be taken during the last years of school, audits and credits, requirements for the major, residency requirement, tuition refunds provided to students who withdraw from a course, course load, and dropping or adding a course. (SW)

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QUESTIONS, RULES AND RESOURCES:
A SEQUENTIAL, NARRATIVE GUIDE FOR ACADEMIC ADVISORS

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BRADLEY UNIVERSITY

Developed By
The Division of Student Affairs
Unit of Educational Development
Center for Orientation and Advisement

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QUESTIONS, RULES AND RESOURCES:
A SEQUENTIAL, NARRATIVE GUIDE FOR ACADEMIC ADVISORS

NEW MATRICULANT STAGE

ANTICIPATED STUDENT QUESTIONS

Q. Will you be my permanent advisor?

Q. What is "General Education?"

Q. Do I have to take _____?

Q. Are these classes for the entire year?

Q. Are there any jobs in this major?

Q. How hard are these classes? How much time will I have to study?

IMPORTANT RULES TO CONSIDER AT THIS STAGE

The General Education Requirements consist of:
13 S.H. of Basic Skills (Composition 6; Speech 3; Math 3; Computer Usage 1)
24 S.H. of General Education (Western Civilization 3; Non-Western Civilization 3; Human Values 3; Fine Arts 3; Social Forces 6; and Science & Technology 6). NOTE: These are University requirements and individual colleges or majors may require hours in addition to these.

TRANSFERS: (1) Quarterhours are expressed in fractions (e.g. 2 and 2/3 hours). There is no "rounding" of hours. (2) Courses at a 2-year college may be equivalent to junior/senior courses at Bradley, but the do not count toward the completion of 40 junior/senior hours. (3) Any student interested in taking business courses numbered above 300 must have 56 total hours; without exception.

PREPARATION INFORMATION FOR ADVISEMENT

THE STUDENT: Should have the appropriate catalog (available from Admissions, Swords Hall 100)

THE FACULTY: Should have current and former catalogs, as well as information relative to changes in requirements within the college and department that are not in the current catalog.

STUDENT AND FACULTY: There is an internal publication entitled GUIDE TO BRADLEY'S GENERAL EDUCATION REQUIREMENTS. It lists descriptions and courses that have been approved by the University. (Available from the Associate Dean of the College of Liberal Arts and Sciences, Bradley Hall 115)

FACULTY: With the new early registration process for prospective transfers, faculty may be doing advisement BEFORE the Academic Handbook is released. Be as thorough as possible and indicate places of flexibility in scheduling.

FACULTY: Materials that are needed will include:

- Departmental advisement checksheet
- Departmental advisement policy
- Academic Handbook
- Copy of "Notice of Changes in the Academic Schedule" (available from the Registrar's Office)
- Closed class list (available during the summer from the Orientation Office, Bradley 136)
- Students' advisement folder with appropriate information enclosed. (For new students during the summer, the folder is available at the Orientation office.)

FRESHMAN
YEAR STAGE

ANTICIPATED STUDENT QUESTIONS

MIDTERMS:

Q. Do these grades go to my parents?

A. No.

Q. Are these grades recorded permanently?

A. No, they are merely an indication of student progress.

EARLY REGISTRATION:

Q. I lost my permit to register. What do I do?

A. You can get a duplicate at the Registrar's Office (Swords 11), BUT, be certain to ask for a time consistent with your first permit.

Q. I got closed out of a class, what do I do?

A. There are several options:

A. You can go to the Department Chairman to get an orange reserve card. Return to registration and turn the card in there.

B. You can sign up on the Wait List. Lists of students interested in the class will be given to the Department Chairman to determine if additional sections are warranted.

C. You can pick up an alternative class if the course is an elective not absolutely required in your course sequence.

D. You can register, and attempt to get the course during the Class Exchange Period which is usually two weeks after early registration.

E. You can wait until the beginning of next semester and seek to obtain the course during the regular drop/add period.

Q. I hate all my classes that I registered for. What do I do?

A. Don't pay the bill. If you do not pay the bill, your classes will be cancelled. Then you can go through registration at the regular time just prior to the start of the semester and select an entirely new schedule. Once you pay the bill, the classes are your, and you must then go through drop/add procedures.

SUMMER SCHOOL ELSEWHERE:

Q. If I take a course at the University of_____, it automatically counts, right?

A. Wrong. The course must be approved in advance. In the case of schools that are not in the course equivalency handbook, it is wise to have the student bring in a copy of the college's catalog and examine the course description. If it is a course not in your department, seek assistance from that department chairman or the Coordinator of Transfer Admissions.

IMPORTANT RULES TO CONSIDER AT THIS STAGE

The student should be completing basic skills, General Education requirements, and college department requirements in a timely manner.

Midterms: They are mailed to students only at their local addresses.

Early Registration: Conduct an informal audit of classes completed, and show where they fit into the curriculum. Plan for next semester.

Drop/Add: It is the responsibility of the student to maintain a copy of the drop slip in case of questions. Failure to produce that record may result in the student receiving an "F."

Grades: A student with a 1.99 overall gpa or below, is considered "on scholastic probation." A student with a 3.50 overall gpa or above, is included on the "Dean's List," if that student has completed 12 or more semester hours.

Summer School at Bradley: Credit hours and grades received are reflected in the overall grade point average. No special forms are required, but high demand courses do fill quickly.

Summer School Elsewhere:
In order for credits to be transferred from another institution, a form must first be completed and signed. The form is entitled "Request for Approval to Take Work At Another Collegiate Institution To Count Toward A Bradley Degree." Forms are available at any Academic Dean's office.

PREPARATION INFORMATION FOR ADVISEMENT

Faculty: (Early Registration) Have a copy of the current catalog and New Academic Handbook available. Be familiar with and explain the new processes, including the class exchange period following early registration. Have, or know where to direct the student to obtain the "Permit to Register" forms (mailed to each College by the Registrar) and Academic Handbooks.

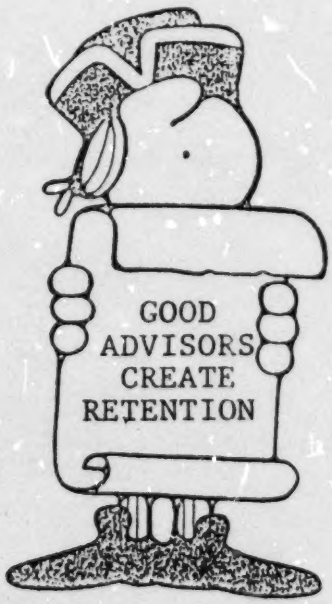
Student: (Early Registration) Student should come to the advising session prepared, by reviewing the Academic Handbook and determining the remaining credits required in General Education.

Faculty: The above expectations should be clearly explained to students so they are prepared.

Dropping Classes: This is a sign of difficulty and often a prelude to attrition. Examine with the student, the reasons for the drop. Explore how the credits can be regained and when the student will be on track again.

Summer School: At Bradley, a listing of courses is available from the Summer School office. Elsewhere, a listing of transferrable courses should be available from the academic dean in a publication entitled: "Community College Course Equivalency Table." Questions should be directed to the Coordinator of Transfer Admissions, Swords Hall 100, ext. 369.

Grades: It is appropriate for a faculty member to contact a student between semesters pertaining to grades. For example, a student doing Deans' List work might be pleased to receive a congratulatory letter from his or her advisor. At the same time, a student doing probationary work might welcome a letter from an advisor indicating an interest in seeing the student to discuss ways to improve the gradepoint average. These are interventions that directly lead to retention of students.



ANTICIPATED STUDENT QUESTIONS

Q1. Will these/this class(es) count toward my major?

Q2. What is the difference between a B.A. and a B.S.?

Q3. Where is my major leading me?

IMPORTANT RULES TO CONSIDER AT THESE STATES

SOPHOMORE: A SOPHOMORE HAS EARNED A MINIMUM OF 24 SEMESTER HOURS.
JUNIOR: A JUNIOR HAS EARNED A MINIMUM OF 56 SEMESTER HOURS.

IMPORTANT NOTE: A student wishing to take courses numbered 300 or above, should not expect to do so until their junior year. The College of Business monitors this rather precisely. A student with 55 and 2/3rds hours will be removed from a 300 level business course. Remember to watch the quarter hours and total hours.

AUDITS OF CREDITS: Sophomores should be completing their Basic Skills and General Education requirements as appropriate to their curriculum. Audits point out areas that still need attention and project a time line for completion. The time line also focuses on the use of summer school.

JUNIOR/SENIOR HOURS: The students should begin taking courses numbered 300 and above as soon as possible. Be certain students get lower division courses (those numbered below 300) completed by the end of their junior year because seniors may not take proficiency tests in course numbers below 300. (This often happens when EFE 101 has been postponed.)

SUMMER SCHOOL: In the sophomore year, there are no problems with summer school, here or elsewhere, as long as credits are approved in advance.
In the junior year, there is one concern to watch. To graduate, a student must complete 24 of the last 30 hours in residence. If, for example, a student needed only 20 hours to complete his/her studies, taking more than 6 credits during summer school would violate that rule. A general rule should be to allow only six hours to be taken.

PREPARATION INFORMATION FOR ADVISEMENT

In the sophomore and junior years, students begin transition processes. They may be having difficulty with their academic studies which warrants a change, or they may not be stimulated enough. There are a myriad of reasons why students change majors, so advisors should act as facilitators for change.

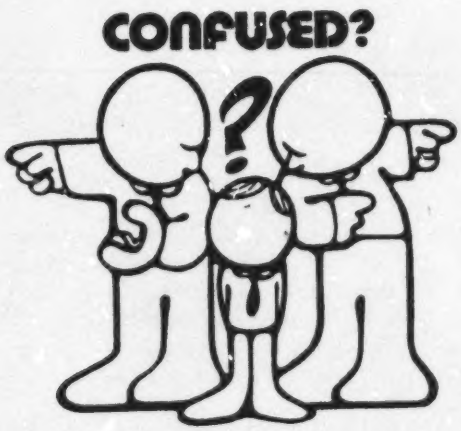
Resources that can help:

1. Human Evaluation Center - testing for academic major selection. (ext. 470)

2. "Discover" - a computer software program available through the Center for Career Development. (Burgess Hall basement, ext. 380).

3. Counseling Center - for personal counseling, when the problems are not apparent. (Bradley 134, ext. 382)

4. Center for Orientation and Advisement - for assistance with directing students to other majors within the institution. (Bradley 136, ext. 418)



If you're not sure exactly where to refer, utilize the "ADVISEMENT HOTLINE"

672-3847

SENIOR
STAGE

ANTICIPATED STUDENT QUESTIONS

Q. What do you recommend for graduate school?

Q. What is interviewing like?

Q. Do I need a placement file?

Q. Am I set for graduation?

Q. I think I will be short two credits, can I still march at graduation?

Q. Can I make-up some credits at summer school?

IMPORTANT RULES TO CONSIDER AT THIS STAGE

Conduct an Audit:

(1) Students should have a minimum of 124/135 semester hours, and have met college and major requirements in terms of hours.
(2) Students should have completed the entire Basic Skills and General Education requirements.
(3) Students should have a minimum 2.00 gpa for all academic work and where appropriate, have met minimum gpa standards of the college and the major.
(4) Students should have a minimum of 40 junior and senior hours for the university, and met the college and major requirements for upper division classes.
(5) Students should have, where appropriate, the requirements for either the double major or minors.
(6) Students should have met the residency requirement of a minimum of 30 hours.
(7) Students should complete 24 of the last 30 hours in residence.
(8) To receive graduation honors, the student should have completed at least 62 semester hours in residence.
(9) Where appropriate to students taking a Bachelor of Arts, the students should have met the foreign language requirements.

PREPARATION INFORMATION FOR ADVISEMENT

THE STUDENT: Should be familiar with nis or her goals for a career or continuing education.

THE FACULTY: Should assist the student with his or her needs for graduate school information as well as employment opportunities. Faculty should visit the Center for Career Development for information.

THE STUDENT: Should be knowledgeable of his or her status regarding academic progress, and should be utilizing the advisement sessions to confirm that progress.

THE FACULTY: Should complete the audit with the student but should indicate that it is unofficial. The faculty member should direct the student to the Academic Dean's office where a follow-up audit can determine if all requirements have been met or are in progress. This should be done in the Fall semester, before early registration.

"OTHER" STUDENT QUESTIONS

Q. I just dropped a course and it brought me down to 11 hours. Am I a part-time student?

A. *No, if it is beyond the fourth week of classes.*

Q. Do I get a refund of tuition if I withdraw?

A. *It depends upon when you withdraw.*

When	*Refund*
First week of classes	*80%*
Second week of classes	*60%*
Third week of classes	*40%*
Fourth week of classes	*25%*
After fourth week	*0%*

Q. But I have 55 and 2/3rds hours! Isn't that enough to be a junior?

A. *No. There are no rounding of hours.*

Q. Does it wipe the grade off my record if I repeat a course?

A. *No, the earlier grade will always appear. Only the gradepoint average is affected.*

Q. If I failed "X" here and take "X" at a Community College, will that substitute?

A. *No, only BU courses affect the BU grade average.*

Q. What if I do worse the second time I repeat a course?

A. *Then the worst grade is figured into your gpa. It is NOT the better of two grades.*

Q. I didn't know about repeat forms. Can I complete on now?

A. *Yes, the form is available at the Registrar's Office.*

Q. They changed the course of a class I repeated. What should I do?

A. *Your Academic Dean can request the substitution.*

"OTHER" RULES

COURSE LOAD

Total course load at the end of the fourth week of classes is considered the students' course load for the semester.

DROP/ADD

Students may drop/add any classes up to the end of the second week of classes, and they are NOT part of the permanent record.

From the third to the twelfth week, the drops appear as "W" on the academic record.

A student may add a class through the end of the first week of classes without special permission. Only with the Academic Dean's permission, may a student add a class between the first and second week in the semester.

WITHDRAWAL

The Student must complete the "Request to Withdraw" form with signatures from the advisor and Academic Dean. The form is then taken to the Counseling Center (Bradley Hall 134) for an exit interview.

PREREQUISITES

Students who enroll in a course for when they do not meet the prescribed prerequisites may be required to withdraw from the class.

REPEATING COURSES

If a student registers for a Bradley course which is already part of their official transcript, the student should file a Repeat Card. This affects the grade-point average only. The last grade and credits earned for each course shall be the only ones used in grade-point calculations.

SPE COURSES

If students are other than Physical Education majors, only 4 credits of SPE will count.